

3-10-1983

Budget Guidelines 1983

Follow this and additional works at: <https://openworks.wooster.edu/campuscouncil>

Recommended Citation

"Budget Guidelines 1983" (1983). *Campus Council Records*. 27.
<https://openworks.wooster.edu/campuscouncil/27>

This Book is brought to you for free and open access by the Special Collections at Open Works, a service of The College of Wooster Libraries. It has been accepted for inclusion in Campus Council Records by an authorized administrator of Open Works. For more information, please contact openworks@wooster.edu.

Budget Guidelines
Campus Council
The College of Wooster
Wooster, Ohio

The Campus Council is responsible for the distribution each year of the funds allocated to it by the College. Any chartered organization is eligible to apply for funding, unless stipulated otherwise in the organization's charter. Submitting a request for funding does not guarantee funding.

The following guidelines have been developed to assist chartered organizations in preparing requests for funding. They outline the basic format for presenting budget requests, the supporting information which is required with each request, the rationale the Campus Council Budget Committee will use in making allocation decisions, and an outline of the budget process.

Format for Budget Requests:

- A. If your organization received funding from Campus Council for the current academic year, the format of your request should include:
 1. A column which breaks down your request into categories, such as office expenses, printing, etc.; some organizations may include committees. They should be geared to your specific organization and its activities.
 2. The actual amounts Campus Council allotted to each category last year. You may have requested \$75 but contracted for \$50; the \$50 figure should be placed in column 2.
 3. The amounts that your organization has spent in each category. This should be up-to-date; these figures should be placed in column 3.
 4. This column estimates your year-end totals, or how much you will have spent by the end of the year in each category; place in column 4.
 5. This column should list your request for the coming year by category; place in column 5.
- B. If your organization did not receive funding for the current academic year the format of your request should include only the information requested for column 1 and column 5

An example is provided on the next page. Your request may be different, but should follow this format.

SAMPLE ORGANIZATION

Fund Request for 1981-82

(1)	(2)	(3)	(4)	(5)
	<u>Approved</u> <u>1980-81</u>	<u>Expended</u> <u>to Date</u>	<u>Year-end</u> <u>Estimate</u>	<u>Request</u> <u>1981-82</u>
Speakers	\$400	\$300	\$400	\$400
Films	200	210	210	225
Printing	100	75	85	85
Office Expenses	50	45	45	50
Transportation	50	30	40	50
	<u>\$800</u>	<u>\$660</u>	<u>\$780</u>	<u>\$810</u>

Estimated surplus or deficit for 1980-82: \$20 surplus

Amount requested for 1981-82: \$810

Requested submitted by: Sandra Smith and James Jones

Narrative

The narrative in your fund request should explain what is included in each category and give concrete information about how the requested amount was obtained. In this case, it would indicate the number of speakers and films involved and the cost of each. Where specific speakers and films have been arranged for that information should be noted. Printing should include an explanation of what it is that is to be printed along with the number of copies involved and prices. The purpose of the transportation should be given and the miles and cost of each trip itemized.

THIS SAMPLE IS INTENDED ONLY TO ILLUSTRATE THE FORMAT AND GENERAL TYPE OF INFORMATION REQUIRED. THERE IS NOTHING "SACRED" ABOUT THE CATEGORIES USED OR THE AMOUNTS (OR RELATIONSHIPS BETWEEN AMOUNTS).

C. In keeping with the narrative on page 2, you should include at least one paragraph on each item in the budget, providing a rationale for each of your requests. On preparing this portion of the proposal, you should consider:

1. Do the funds requested benefit the entire student population? If not, why? Why is this activity or expenditure important to your group?
2. Consider the diversity of the expenditure. Does any other group perform a similar function and, if so, could you cooperate with them and, therefore, divide the expense?
3. Consider your group's fundraising ability. Have you explored other funding sources? In addition to making money for the organization, fundraising activities such as car washes, flower sales, food deliveries, etc. also serve as an important group activity.
4. Have you attempted to cut the allocation to the lowest amount possible? We will look most favorably upon requests that present a realistic appraisal of expenses.

D. In making your request, you should understand that your written budget and the rationale for it, as well as the verbal defense at a Budget Committee meeting, will play a major role in determining the amount of funding you receive. Therefore, it is important that you give careful thought to your budget preparation. The individuals you select to defend the request before the Committee should be knowledgeable about the entire budget. If you are requesting an increase in your budget you will need to justify that increase, citing specific reasons for increases and the importance of increases.

E. All requests must be typed and six copies must be supplied for the Committee.

F. Make a priority list of your requests, beginning with the most important request. It is almost inevitable that cuts will be made, and your list of priorities will be important to the Budget Committee if it must cut your budget.

Additional Guidance:

To help clarify the budget process even further the following is a brief summary of considerations that past Budget Committees have used to make allocation decisions. This list is meant to be used for guidance only, if you wish to request items which are contrary to this list you may do so, but your organization must state why the request is important.

A. The Budget Committee recognizes the need for programs and activities that will have an appeal for the entire campus, even if your group is small. The Committee, however, will consider the special cultural or social needs of groups and circumstances in which alternative cultural or social resources on campus are limited.

- B. The actual cost of a program or activity is not the most important point, but rather what the program does for your group and/or the college community.
- C. The preparation of the report cannot be overemphasized. The Budget Committee expects a thoughtful, carefully planned document about activities which you have previously planned and evaluated. This will be the primary basis for our evaluation along with your verbal defense.
- D. The Budget Committee does not believe that the success of a function depends upon serving refreshments. Consequently, the Committee rarely funds requests for food.
- E. The Committee is primarily concerned with meeting programming needs. Administrative expenses (i.e., office supplies, telephone calls, printing, etc.) should be kept to a minimum.
- F. Even though the merits of your current request will be given primary emphasis, the Committee will also consider how well your organization has followed its approved Campus Council budgets in the past.
- G. Historically, requests have far exceeded the total amount of money made available to Campus Council. Your request, therefore, should be as accurate and tight as possible.

Carryover Policy of Campus Council:

Campus Council Budget Committee policy regarding carryover of surplus funds and deficits to the following budget year is as follows:

- 1. If an organization receives all of its funds from Campus Council, any funds remaining at the end of the school year will revert to Campus Council.
- 2. If an organization earns funds in addition to the Campus Council funding and has funds remaining at the end of the school year, the remaining earned funds will carry over to the following year.
- 3. If an organization has a deficit at the end of the school year, the deficit will carry over to the following year. (Deficits will be strongly discouraged and all possible measures will be taken to prevent them from occurring.)
- 4. The allocation of funds for the following year will be made without regard to the carryovers referred to in (2) and (3). The organization will thus have available more funds than shown in their allocation (if 2 applies) or fewer funds (if 3 applies).
- 5. The calculation of surplus funds and deficits will be made for the organization as a whole, not by committee, program, or other budget category.

6. Exceptions to this policy may be made if it is determined by the Budget Committee that they will result in a fairer distribution of funds.

These guidelines will be reviewed by the Budget Committee and approved by Campus Council on an annual basis.

Adopted by Campus Council
March 10, 1983